

First Aid Response Plan

Instructions for filling out your First Aid Response Plan Form:

FIT THE FIRST AID RESPONSE PLAN TO YOUR BUSINESS



Note:

If you have a small business and there are other employers in the same building, or there are other employers located close to your work site, you may want to coordinate with them and develop a joint First-aid Response Plan.

The following tips are provided for answering questions 1 - 6.

Question 1: **Employees at work site locations.** This includes your maintenance and janitorial staff, and mobile crews that may go to other locations for service calls, installations, etc. .

Question 2: **Source of potential injury, most likely injury, and treatment required.** If you use powered cutting equipment, an accident could result in a severe cut or even possible amputation. In this situation, immediate first aid is required to keep the injured person from bleeding to death.

Question 3: **Types of injuries that have occurred in the past.** What situations ("near misses" or "close calls") could have resulted in injury but didn't, and what would have been the most likely injury? This information may be found in sources such as OSHA 200 forms, worker compensation claims, and safety committee minutes. Talking to supervisors and employees should be an important source of information, particularly for things that almost happened but didn't.

Question 4: Based on your answers to questions 1-3, determine the type and quantity of first aid supplies necessary to treat injured workers, and where should these supplies be located for easy accessibility. Be sure to have an appropriate number of kits available, and don't hesitate to call your local emergency response team.

Question 5: **Availability of emergency medical services.** Would your employees dial 911, or is there some other way to summon help?

Question 6: **Response time of emergency medical services.** From the time an accident happened, how many minutes would it take trained medical people to get to an injured worker? Things to consider include:

- How long would it take your employees to reach a phone to call 911? Are phones conveniently located in the work area or would they have to go to an office to call?
- How far are the emergency medical services (hospital, fire station, etc.) from your work site?

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- How would emergency medical services get to your work site? They may only be 100 feet away, but if it's across a limited access road they may have to go up to 5 miles in one direction to turn around and come back.
- How bad is traffic? Are back-ups common at certain times?
- How available are emergency medical services? If there is only one ambulance and one medical team, they may be out on another emergency. It could take a long time for someone to respond to your call.
- How large and complex is your work site? How difficult would it be for emergency services to find the place where the injured worker is? You may want the emergency service to go to a central location (such as a reception area) and receive directions from there.
- Contact your local emergency medical service and get their answers to these questions. You may find their responses are different from what you would expect.

DEVELOP AND WRITE YOUR FIRST AID RESPONSE PLAN

- When developing and writing your first aid response plan, consider the following:
- Include the site and who is responsible for managing the plan. This includes updating the written plan as needed and making sure an adequate number of first aid trained employees available.
- Make sure a method is developed for summoning emergency medical services.
- Post a list of employees who are first aid trained.
- Describe the procedures employees should use to request first aid.
- Identify who is responsible for inspecting, stocking and maintaining the first aid kit.

TRAIN YOUR EMPLOYEES

The First Aid Response Plan will not be effective if your employees don't know about it. You need to make sure your employees are informed of the First Aid Response Plan and what it says. Don't forget to train new or temporary employees as part of their safety orientation before they start work.

Your Responsibility

- Fit the First Aid Response Plan to your Business
- Develop and Write your First Aid Response Plan
- Train your Employees

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Fit the First Aid Response Plan to Your Business

Answering the following questions can help you determine what your first aid requirements are:

1. How many employees work at each work site (location/s and employees per shift)?

Work site	Number of employees per shift			
	Day	Swing	Graveyard	Weekend Holidays

2. What are the sources of potential injury at each work site and what is the most likely injury if an accident happens?

Source of Injury (equipment or activity)	Most likely injury	Treatment required
(example) Power saw	Cuts, amputation	Control bleeding

3. What types of injuries have occurred in the past at each work site?

Accident information (who, when, where, how)	Actual or potential injury	Treatment required

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- Based on your answers to questions 1-3, determine the type and quantity of first aid supplies necessary to treat injured workers and where should these supplies be located for easy accessibility.
- What emergency medical services are available in your area?
- What is the response time of emergency medical services to the work site?

DEVELOP AND WRITE YOUR FIRST AID RESPONSE PLAN

This plan was written for: (site or location this plan covers)

The following person/position is responsible for managing our first aid response plan:

The emergency medical service to be called:

Summon the emergency medical service by doing the following: (In most cases it will be to call 911 or some other phone number, but a direct alarm or some other method may be the preferred way.)

Emergency phone numbers are posted at the following location:

Other means to summon aid are at the following location:

Keep a current list of employees who are first aid trained: (Don't forget to provide for illness and vacation.)

When employees need first aid they must do the following:

First-aid kits (or a first aid station) are located at:

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The kits contain: (Be sure to include any additional first-aid supplies that meet your needs.)

1 absorbent compress, 4x8 inches

16 adhesive bandages, 1x3 inches

1 adhesive tape, 5 yards long

10 antiseptic single-use packages, 0.5 g. application

6 burn treatment single-use packages, 0.5 g. application

1 eye covering (for two eyes)

1 eye wash, 1 fluid ounce

4 sterile pads, 3x3 inches

2 pair of medical exam gloves

1 triangular bandage, 39x39x55 inches

Optional First-aid Kit Contents

Bandage compresses, 2x2 inches, 3x3 inches and 5x5 inches

Self-activating cold packs, 4x5 inches

Roller bandages, 6 yards long

Mouth-to-mouth barrier for CPR

The following person/position is responsible for inspecting the first aid kits:

How often will first aid kits be inspected?

The following person/position is responsible for maintaining the first aid kits:

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TRAIN YOUR EMPLOYEES

Describe how you plan on training your employees on your first-aid response plan.

Describe how and who will train your employees in first aid, if applicable.
